

HEALTH PROFESSIONS TRAINEES PROCESSING CHECKLIST

****PLEASE READ AND FOLLOW ALL INSTRUCTIONS CAREFULLY****

All Health Professions Trainees (HPTs) and instructors wanting to perform a clinical training assignment at the William Jennings Bryan Dorn VA Medical Center must complete the items contained in this checklist. Once **ALL** checklist items are complete, the entire packet of original printed items must be returned to the Education Service Line at least **two weeks before the scheduled clinical training date**.

All Instructors: If you will be at Dorn with your students you must go through a credentialing verification process if not previously accomplished. You must also complete this checklist if not previously submitted. Contact our HR office at **(803)-776-4000 ext 54209/56520** for additional credentialing requirements.

Getting Started:

Print this **Health Professions Trainees Processing Checklist**. Follow all instructions carefully. Each item is linked to a form or training resource. Select and complete per the "Special Instructions" and any other instructions on the form or training resource. **Return all forms as one packet in the same order as outlined on this checklist. Place the initialed copy of this checklist on top.** This will ensure your paperwork is processed in a timely manner.

NOTE: Items with "*" are forms that can be completed online and then printed. Make sure to sign and date where necessary. PLEASE print legibly and only use black or blue ink on forms (no other color ink or pencil). Please DO NOT STAPLE or print double sided. Please use a paper clip as we must scan documents for processing. Thank you!

Initial when complete	Checklist Item (Return these items only)	Special Instructions
	*1. Fingerprint Submission Form	Complete entire form.
	*2. Personal Identity Verification Card - VA Form 0711	Complete and print Page 1 ONLY , SECTION 1 - APPLICANT INFORMATION Items 1 - 9. NOTE: The day you come for finger printing and ID badge you must present two forms of identification as listed on page 5 of this form.
	*3. VA Form 10-2850d	Complete all 4 pages except sections IV on page 1. Print and sign where needed and turn-in all 4 pages.
	*4. Declaration of Federal Employment - OF 306	Complete and turn-in pages 2 and 3 as applicable (it must be completed and turned in, it's not optional). Print and sign where needed.
	*5. Appointment Affidavit (SF 61) <i>(Use instructions in right column)</i>	Complete the first 6 blank boxes ONLY! As follows: Position = Health Professions Trainee Date = (LEAVE BLANK) Department or Agency = Dept Veterans Affairs Bureau or Division = Columbia VA HCS Human Resources Place of Employment = Columbia, SC Blank after "I _____" = Your Full Name DO NOT COMPLETE ANY OTHER ITEMS DO NOT SIGN: Until you are instructed to sign while in the presence of a VA Official
	6. Educational Institution Verification Letter (Sample)	Provide sample to your school official for completion and return with your packet.
	7. Health Professions Trainee Registration Form	Complete entire form.
	8. VHA Mandatory Training for Trainees <i>(Use instructions linked in right column)</i>	ALL MUST complete this training and print the completion certificate. This training consists of 14 modules. It can take up to 2 hours to complete. Be sure you have a printer available to print your completion certificate once you have finished.

NOTE: Incomplete student processing packets will not be processed, and you will not be able to start your clinical training on time.